



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
2511 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3926

IMAH-HRD-C

SEP 13 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Installation Management Agency Policy Memorandum #31,
Position Classification and Job Grading Authority

1. REFERENCES.

- a. 5 U.S.C. 5107, Classification of Positions.
- b. 5 U.S.C. 5346, Job Grading System.
- c. 5 CFR 511.202, (Classification) Authority of Agency.
- d. 5 CFR 511.203, Exercise of (Classification) Authority.
- e. Public Law 92-392, Federal Wage System, Job Grading System.
- f. DoD 1400.25M, Civilian Personnel Manual, Chapter 500, Subchapter 511, Classification Program.
- g. DoD Supplemental Guidance for the General Schedule Supervisory Guide (GSSG), June 1993 (for FWS to GS grade equivalencies).
- h. Memorandum, Assistant Secretary of the Army (Manpower and Reserve Affairs), Civilian Personnel Policy (SAMR-CPP), November 17, 1997, subject: Delegation of Position Classification Authority.
- i. Memorandum, Administrative Assistant to the Secretary of the Army, September 29, 2003, subject: Delegation of Civilian Personnel Authorities to Headquarters, Department of the Army (HQDA) Activities.

2. PURPOSE. To provide Installation Management Agency (IMA) guidance and procedures on the exercise of delegated position classification and job grading authority.

IMAH-HRD-C

SUBJECT: US Army Installation Management Agency Policy Memorandum #31,
Position Classification and Job Grading Authority

3. APPLICABILITY. This policy applies to all appropriated fund (APF) U.S. citizen positions throughout IMA, and Local National positions, when appropriate and authorized by host nation agreements. This policy memorandum supersedes IMA policy memorandum # 31, April 14, 2006.

4. POLICY. The references and IMA guidance require each position to be accurately described and classified. Each civilian position will be classified in accordance with law, regulations, and in accordance with applicable position classification and job grading standards and guides published by the United States Office of Personnel Management (OPM), Department of Defense (DoD) and Department of the Army (DA). These are the sole criteria by which position classification and job grading decisions will be exercised within IMA. IMA officials exercising delegated position classification and job grading authority are reminded that position descriptions are pay documents that draw on Army funds, and that the exercise of delegated classification authority requires the same due diligence as is used in exercising any other fiscal authority.

a. The Director and Principal Deputy Director, IMA, have authority to classify any position in IMA and to withhold classification and job grading authority within IMA. DIMA and Principal Deputy DIMA (PDDIMA) retain classification and job grading authority for HQ, IMA positions, IMA Region and Garrison positions at grade GS-15 and higher, and equivalent Federal Wage System (FWS) positions, to include all IMA standardized position descriptions.

b. IMA Region Directors and Deputy Directors have position classification and job grading authority for positions within their region headquarters and garrisons graded GS-01 through GS-14 and comparable FWS positions. Region Directors may delegate at their discretion to Garrison Commanders, Deputies to the Garrison Commanders, and Garrison Managers authority to classify GS-14 and comparable FWS positions.

c. Garrison Commanders, Deputies to the Garrison Commanders, and Garrison Managers have position classification and job grading authority for positions within their chains of command graded GS-01 through GS-13 and comparable FWS positions.

d. OCONUS IMA Region Directors have position classification authority for local national positions within their region to the extent allowed by applicable agreements with the host nation governments. OCONUS Region Directors will determine the extent to which local national position classification authority will be further re-delegated within their regions, but not lower than Garrison Commander, Deputy to the Garrison Commander and Garrison Manager.

IMAH-HRD-C

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Position Classification and Job Grading Authority

e. Any IMA official exercising classification authority must be certified in accordance with reference 1.h. by obtaining training from their servicing Civilian Personnel Advisory Center (CPAC). This authority may not be further re-delegated except as provided. When classification officials choose not to exercise their delegated position classification and job grading authorities, the authority to classify and grade civilian positions will be exercised by the servicing Civilian Personnel Operations Center (CPOC). Delegation of this authority to Civilian Personnel Advisory Center (CPAC) or other non-managerial/supervisory personnel is prohibited. Classification and job grading authority throughout IMA may be withdrawn for cause by the IMA Director or Principal Deputy Director.

f. The IMA standardized position descriptions regardless of the grade level may not be reclassified without prior approval of the IMA Director or Principal Deputy Director. Regions and garrisons may amend standardized position descriptions to meet local requirements if doing so does not impact the IMA's final classification determination (title, series and grade).

5. PROCEDURES.

a. IMA Regions and Garrisons will maintain records of all classification decisions where the IMA classification official has overridden a CPOC classification advisory. The IMA Regions and Garrisons are encouraged to review these actions for consistency; appropriate application of OPM, DoD and Army classification regulatory guidance; and when necessary, implement corrective action. A region and garrison fiscal year report accounting for the classification overrides will be submitted annually to the Region Director who will consolidate and submit final report to HQIMA, IMAH-HRD-C, by the 15th of November each year. The fiscal year report will be shared with the HQDA, Office of the Administrative Assistant to the Secretary, Human Resource Management Directorate. The report will identify the following information:

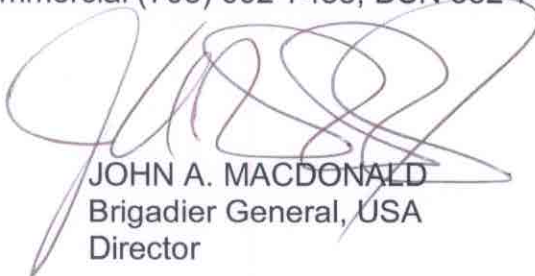
- (1) Original title, series and grade determined by the IMA classification official.
- (2) CPOC classification advisory title, series and grade.
- (3) Final classification determination by the IMA classification official.
- (4) The position's organization location, date classified, position description number, and name and organizational title of the IMA classification official.

IMAH-HRD-C

SUBJECT: US Army Installation Management Agency Policy Memorandum # 31,
Position Classification and Job Grading Authority

b. The IMA delegated position classification program will be subject to the
Organization Inspection Program.

6. PROPONENT. The Headquarters Installation Management Agency, Human
Resources Division, Civilian Personnel Branch is the proponent for this IMA policy.
POC is the chief Classification Section, at commercial (703) 602-3328, DSN 332-3328;
NAF POC is Chief NAF Section at commercial (703) 602-7438, DSN 332-7438.



JOHN A. MACDONALD
Brigadier General, USA
Director